

Emberton Parish Council
Minutes of Meeting held in The Pavilion
Tuesday 21st June 2022 at 7pm

Present:

Cllr Melanie Duncan – Chairman
 Cllr Paul Flowers
 Cllr Colin Jamieson
 Cllr Fred Markland
 Cllr Guy Palmer
 Cllr Harry White

Ward Cllr David Hosking (part meeting)

Mrs Karen Goss – Clerk and RFO

To accept Apologies for Absence and Vice Chairman’s Sabbatical – Apologies for absence were received from Cllr Gibson and Ward Cllrs Peter Geary and Keith McLean. A one minute’s silence was observed following the passing of Mr Gerald Mann who had been a parish councillor for 45 years, 35 of which for the role of Chairman and for Mrs Soo Hall. Cllr Gibson had requested a six-month sabbatical due to work commitments and health reasons. This was agreed.

Election of Vice Chairman and Signing of Acceptance of Office – It was agreed that the role of Vice Chairman would be taken on a meeting-by-meeting basis. Cllr White to take the next meeting.

Update of Register of Members’ Interest – Councillor Flowers updated and signed his Register of Members’ Interest.

Declarations of Interest in items on the agenda – Cllr Duncan Declared an Interest in item 2.1.17.

1. MINUTES OF THE MEETING held on the 10th May 2022. The Minutes of the Meeting held on the 10th May 2022 were confirmed as correct and signed by the Chairman.

MINUTES OF THE EXTRA ORDINARY MEETING held on the 23rd May 2022. The Minutes of the Meeting held on the 23rd May 2022 were confirmed as correct and signed by the Chairman.

1.2 Public questions – There were no members of the public present.

2.1 Ward Councillors – Road closures – As part of the MK East development, the A509 would be closed in both directions between junction 14 of the M1 and the Landrover garage at Newport Pagnell from mid-September. There would be a diversion in place to take people around Willen. Tickford Bridge would also be closed between the 4th July and 31st October for repairs to the bridge.
Residents parking scheme – It was noted that there had been a couple of communication issues with the scheme. **Hollington Wood** – Cllr Hosking stated that the parish council might wish to submit comments on the planning appeal directly to the planning inspectorate. **Gerald Mann** – The Ward Cllrs would be writing something about Gerald Mann in The Phonebox next month.
Acorn Early Years – **In questions to the Ward Councillor**, Cllr Duncan asked whether the Ward

Councillors could help with the further delay regarding Acorn Early Years – Emberton Parish Council had recently heard from Acorn that the Lease of the pre-school needed prior consent from the Department for Education under the legislation for protecting school playing fields. Ward Cllr Hosking responded that the parish council could ask the MP to expedite matters. The clerk to take this back to Ward Cllr McLean to expedite. **Action: KG.**

- 1.3 **Risk – CCTV** – A second estimate, this time from Tickford Security, for 2 ANPR security cameras located on the clock tower had been received in the sum of £3,495 plus vat and an additional £495 to capture images as well as number plates. The ongoing maintenance cost for the equipment would be £100 per year. It was noted from the questionnaire responses that there was not an appetite for CCTV from residents on the basis of the high cost of the first estimate. It was agreed to write a further article for the Well & Towers and to seek a third- estimate. Reference was made to whether the CCTV could be disabled by criminals using a Wifi blocking device, the clerk to take this question back to Tickford Security. **Action: KG.**

2. TO RECEIVE REPORTS AND AGREE ANY DECISIONS/ACTIONS

- 2.2 **PLUG** – Cllr Markland attended the PLUG Meeting on the 26th May and reported that the discussions centred around management and maintenance of the park rather than any strategy or management plan, although a request had been made to include this as an agenda item previously. Ward Cllr Hosking suggested speaking to Ward Cllr McLean regarding the Steering Group that had previously met to discuss the park strategy. **Action: KG.**

- 2.3 **Parishes Forum** – Cllr Duncan attended this meeting on the 16th June and commented that there was a report from Adele Wearing on bus services and how the take up had dropped. A discussion took place regarding the lack of a reliable service for Emberton which had been highlighted in the questionnaire responses. It was agreed that a further article was required for the Well & Towers asking for residents to share their views with the parish council. Michael Bracey reported to the Parishes Forum that a review of the planning department had taken place. He was pleased to note the city status. It was noted that MKC were looking for foster carers. The clerk to include this in the article for the Well & Towers. **Action: KG.**

- 2.4 **Dates for Diaries** – These were noted.

2.5 Clerk's Report

- 2.1.17 **Bridleway claim at Petsoe End** – Nothing to report. The clerk requested an update from rights of way on 15th June.
- 2.1.55 **Fly tipping between Newport Road and Prospect Place** – Issue followed up by Ward Councillors. The clerk requested data on fly tipping from MKC's customer services on 15th June.
- 2.1.82 **Residents parking – Hulton Drive** – Waiting for scheme to be implemented.
- 2.1.112 **Lime tree in school field overhanging High Street** – Nothing to report.
- 2.113 **Field to side of playing field** – It was agreed to remove this item from the agenda.
- 3.6.15 **Rat running and restricted access** – Cllr Jamieson reported that he was collecting the Speedwatch equipment on the 22nd June and had sent the training link to the clerk. The clerk

to forward to Cllr Markland. **Action: KG.** Awaiting further response from TVP regarding enforcement of restricted access.

- 3.6.28 **Parking restrictions (Olney Road)** – See update under item 2.1.82.
- 3.6.30 **Allotments** – The clerk to chase this.
- 3.6.50 **Dog fouling** – Awaiting response from Marcus Young landscapes. It was suggested that the clerk look at the cost of purchasing a bin from a different supplier. **Action: KG.**
- 3.6.63 **Newton Road/Petsoe End – pedestrian safety issues** – Nothing to report.
- 3.6.68 **Well at Petsoe End** – It was noted that Ward Cllr Geary had taken ownership of the well up with MKC. Ward Cllr Hosking to follow up with Ward Cllr Geary. **Action: DH.**
- 3.6.110 **Gritting at Petsoe End** – Nothing to report.
- 3.6.113 **Oak tree at rear of Pavilion** – Nothing to report.
- 3.6.114 **Steps in High Street (no 5)** – Awaiting outcome of accessibility fund application.
- 3.6.115 **Village questionnaire** – It was noted that 18 responses had been received to date with most stating that they were unhappy with the lack of a bus service. The clerk to write a summary of responses for the Well & Towers. **Action: KG.**

3. SPECIFIC AGENDA ITEMS

- 3.1 **Emberton Park** – Reported on under item 2.2.
- 3.74 **Emberton Neighbourhood Plan** – It was noted that the consultation on Article 14 Pre-submission of the Neighbourhood Plan had closed on the 13th June and that a meeting would be held to consider the responses.
- 3.85 **Emberton School (School House Fund)** – Cllr Duncan reported that an email had been sent to the trustees of the Emberton School House Fund requesting a copy of the accounts and the missing documents, being the Charity Commissioners’ Scheme of 11 March 1998 and Uniting Direction of the Commissioners dated 3 February 2003. A freedom of information request had also been made to the education department of MKC for the same documents. It was agreed to consider taking further action at the next meeting.
- 3.851 **Emberton School – Acorn Early Years proposal** – It was noted that the grant of the Lease to Acorn Early Years was delayed by the requirement to obtain the consent of the Department for Education under the legislation for protecting school playing fields. Zoe Raven had advised that a reduction in car parking provision had been made so there was no longer a need to provide an electric vehicle charging point.
- 3.97 **Sports & Recreation Committee** – Cllr Palmer reported that OTC would only be bringing 3 football teams instead of 4 to Emberton next season and had stated the lack of parking as their reason. One of the adult football teams had folded but there were other teams waiting in the wings. An increase in fees for both football and cricket were discussed. A list of assets had

been drawn up by the groundsman. The clerk to circulate this and send to the insurance company. **Action: KG.** Cllr Palmer commented that discussions also took place regarding the changing rooms but no real progress had been made since the last meeting.

- 3.99 **Conservation area – review of 1997 Conservation Area Statement by MKC** – Nothing to report. The clerk to follow this up. **Action: KG**
- 3.102 **Public footpaths in Emberton – Hollington Wood** – It was agreed to take the reference to Hollington Wood off the agenda. Cllr White asked if there needed to be a review of footpaths in Emberton. The clerk to ask rights of way if all the footpaths shown on the ordnance survey map, also appeared on the definitive map. **Action: KG.**
- 3.103 **Demand Responsive Transport (21 bus service)** – Cllr White suggested the 21 bus service operator be invited to a parish council meeting. It was agreed that further information was required from residents prior to any meeting taking place. The clerk to draft an article for the Well & Towers. **Action: KG.**
- 3.106 **BP Pulse – electric vehicle charge points** – The clerk contacted David McLuckie at BP Pulse. Response received that he was still working with MKC and to send the address of where the point was required. If the location did not fit the project, DM would send details to MKC.
- 3.108 **Footpaths and cycle links from Emberton to Olney and Sherington** – The clerk requested that this be an agenda item for the Olney Ward Forum through Heather Baker at MKC. Heather advised that the forum was not meeting at present and suggested that it be raised with the Ward Cllrs as they would need to chair it. **Action: KG.**
- 3.109 **MKC Rights of Way Improvement Plan Consultation** – Comments – 1. Didn't really address the needs of the rural areas. 2. Emphasis was on using the rights of way for recreational purposes, rather than the need given the climate change crisis to have useable routes to get to and from work and school – the plan was surprisingly light touch on climate change. 3. Fails to promote any strategies or incentives for landowners to provide connections to the existing network. 4. Dog walkers and small children share the redways with cyclists who travel at much higher speeds. The clerk to draft a response. **Action: KG.**

4. PLANNING APPLICATIONS AND ENFORCEMENT ISSUES

- 4.1 **Wind Farm Community Benefit Fund** – Nothing to report.
- 4.2 **Solar Farm Community Benefit Fund** – No response had been received for the request for further funding.

previous applications status

- 4.309 **21/01130/FUL** – Erection of one dwelling with attached single garage (re-submission of 20/00483/FUL) at 34 Gravel Walk – **appeal lodged**
- 4.321 **21/02632/FUL** – Replacement of windows and glazed façade and 2 external doors at The Barn, 4 Manor Court – **pending.**

- 4.329 **22/00301/FUL** – The erection of a single storey front extension, a part single part two storey rear extension, replacement rear and front dormers and fenestration alteration at 59 Olney Road – **permitted**.
- 4.330 **22/00539/CLUE** – Certificate of Lawfulness for the existing use as a wholesale garden centre – class (E(a) at Acorn MK Nurseries, Newton Road – **pending**.
- 4.331 **22/01079/PANOTH** – Prior notification/approval for the proposed installation of an Agricultural Portal Frame Galvanized Steel Prefabricated Building finished with a dark green top coat for weather protection. Building with front elevation roller shutter opening and side elevation steel door, eight solar-powered roof lights and four ventilation slots to prevent moisture build up internally at Barnby Villa, Newport Road – **withdrawn**.
- 4.332 **22/01058/FUL** and **22/00771/LBC** – Alterations/Listed Building Consent including the removal of a bay window and the erection of single storey rear extension, the repair/replacement of all windows, removal of internal spiral staircase and the insertion of new staircase, removal of southern staircase, minor alterations of internal divisions of rooms and repair of garden wall at The Coach House, 19A High Street – **pending**.

New applications

- 4.333 **22/00889/TCA** – Dismantle conifer T1 to ground level and reduce sycamore T2 all round by taking one metre off the top of the canopy at 15 High Street. Response to be sent stating that the parish council would be in agreement with the recommendations made by MKC's tree officer. The clerk to respond accordingly. **Action: KG.**
- 4.334 **22/01432/HOU** – Erection of a single storey rear extension with parapet involving demolition of existing single storey rear extension, a 2 storey rear/side extension and new hipped roof over existing flat roof, a garage conversion including replacement of garage door with window and a single storey front/side porch (resubmission 21/03676/FUL) at 45 Olney Road – it was agreed to respond that the parish council had no objection but would like to seek assurance that the planning officer took into account any overshadowing or loss of privacy when determining the application. The clerk to respond accordingly. **Action: KG.**
- 4.335 **22/01329/DISCON** – Approval of details required by conditions 4 (landscaping and boundary treatment), 7 (cycle parking details), 10 (biodiversity enhancements) & 12 (Schedule of External Materials) of permission ref 20/00822/FUL at West Lane House, West Lane – notification only. It was noted that more details had been sought from the applicant by the landscape officer.
- 4.336 **21/00249/COMPCH** – Appeal by Mr Philip Solt against an enforcement notice served for Without planning permission, the unauthorised change of use of part of the land and operational development **Land** at Hollington Wood, Newport Road – It was agreed to respond as follows: 1. Emberton Parish Council is only in support of activities at Hollington Wood which are consistent with an independent professional management plan for ancient woodland, reflecting the Forestry Commission guidance for ancient woodland. 2. Emberton Parish Council welcomes uses which facilitate public access and educational activities within these parameters. **Action: KG.**

- 4.337 **21/00249/COMPCH** – Appeal by Special Ops HQ against an enforcement notice served for Without planning permission, the unauthorised change of use of part of the land and operational development **Land** at Hollington Wood, Newport Road. It was agreed not to respond to this appeal.
- 5.1 **To receive the RFO’s Report for the 21st June 2022** and approve payments. It was proposed by Cllr White and seconded by Cllr Jamieson that the payments be approved as per the RFO’s Report. Cllr White to approve the payments online. **Action: HW.** The clerk reported that an additional invoice had been received in the sum of £168.00 for Ms J Bates. It was agreed that this could be paid.
- 5.2 **Approval of Accounts** – It was proposed by Cllr White and seconded by Cllr Jamieson that the accounts be approved.
- 5.3 **Approval of Risk Assessment** - It was proposed by Cllr White and seconded by Cllr Jamieson that the Risk Assessment be approved.
- 5.4 **Approval of Fixed Asset Register** – It was proposed by Cllr White and seconded by Cllr Jamieson that the Fixed Asset Register be approved.
- 5.5 **Approval of Annual Governance Statement** – It was proposed by Cllr White and seconded by Cllr Jamieson that the Annual Governance Statement be approved. Cllr Duncan and the clerk duly signed the Annual Governance Statement.
- 5.6 **Approving of Accounting Statements** – It was proposed by Cllr White and seconded by Cllr Jamieson that the Accounting Statements be approved. Cllr Duncan and the clerk duly signed the Accounting Statements.
- 5.7 **Confirmation of Internal Auditor’s Report (with suggested proposals) and Appointment for 2022/2023** – It was proposed by Cllr White and seconded by Cllr Jamieson that the Internal Auditor’s Report and appointment for 2022/2023 be accepted.
- 5.8 **Approval of PKF Littlejohn as external auditors and adoption of Notice of Public Rights** – It was proposed by Cllr White and seconded by Cllr Jamieson that PKF Littlejohn be approved as external auditors and agreed that the Notice of Public Rights be approved as between 1st July 2022 and 11th August 2022.
- 5.9 **Approval of Standing Orders** – It was proposed by Cllr White and seconded by Cllr Jamieson that the Standing Orders be approved. It was noted that the Standing Orders had been amended to state that the Annual Meeting should take place on Mondays rather than Tuesdays.
- 5.10 **Approval of Financial Regulations** – It was proposed by Cllr White and seconded by Cllr Jamieson that the Financial Regulations be approved.
- 5.11 **Approval of Information and Data Protection Policy** – It was proposed by Cllr White and seconded by Cllr Jamieson that the Information and Data Protection Policy be approved.
- 5.12 **Approval of Internet Banking Policy** – It was proposed by Cllr White and seconded by Cllr Jamieson that the Internal Banking Policy be approved.
- 5.13 **Change of signatories for Co-operative Bank** – The clerk reported that this was in hand.

6. CORRESPONDENCE – Cllr Duncan reported that she had received an email from Mr Solt requesting support from the parish council for his planning appeal at Hollington Wood. It was agreed to write to Mr Solt stating that the parish council had considered the appeal at the meeting and remained grateful to him for allowing public access to the bluebells. **Action: KG.**

7. PARISH RELATED MATTERS

7.1 **Village publicity** – Questionnaire, CCTV, bus service, road closure, neighbourhood plan, thanks to Jubilee volunteers.

7.2 **Cllrs' concerns** – there were no concerns.

8. DATE OF NEXT MEETING – The date of the next meeting was confirmed as **Monday 18th July 2022** at 7pm to be held at the Pavilion.

The meeting closed at 9pm